

# Judicial Information Systems Probate Court System (PCS)

**JUVENILE**  
Fall Release Training  
December 2004

## What's New for 2005

- Mandatory Data Entry:
  - Disposition Orders
  - Placement Change Notices
  - Legal Status
  - Jurist Number
  - Removal of IST Disposition
  - Petition for Rescission of Adoption

## Disposition Orders

Approved: SCAD		JIS CODE: DSP	
STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY	ORDER OF DISPOSITION COMMITMENT OR REFUSAL TO FAMILY INDEPENDENCE AGENCY (DELINQUENCY PROCEEDINGS), PAGE 1	CASE NO. PETITION NO.	
Court address		Court telephone no.	
OR			
Police Report No. 1. In the matter of (name), (address)	Approved: SCAD STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY	ORDER OF DISPOSITION, CHILD IN HOME (CHILD PROTECTIVE PROCEEDINGS)	CASE NO. PETITION NO.
2. Date of hearing	3. Date of placement	4. Notice of hearing for the disposition was given as required by the court rules.	
Court address		Court telephone no.	
Approved: SCAD			
STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY	ORDER OF DISPOSITION CHILD REMOVED FROM HOME CHILD PROTECTIVE PROCEEDINGS, PAGE 1	CASE NO. PETITION NO.	
Court address		Court telephone no.	
1. In the matter of name, (address) DOB: _____			
Approved: SCAD		JIS CODE: DSP	
STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY	ORDER OF DISPOSITION (DELINQUENCY PROCEEDINGS) PAGE 1	CASE NO. PETITION NO.	
Court address		Court telephone no.	
OR			
Police Report No. 1. In the matter of (name), (address)	CITY/TOWN	ZIP	DOB

## Disposition Orders

Per caseload instructions:

“Adjudication and disposition of a petition is considered complete upon entry of an initial order of disposition or some other dispositive order.”

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## Disposition Orders

- New for 2005
  - You must enter an event when the signed Order of Disposition is entered by the Court.
    - This includes JC14, JC25, JC17, JC26, or “some other dispositive order.”

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## Disposition Orders

- Since Caseload Part 4 measures the age of each petition from Authorization to entry of the Order of Disposition:
  - An event representing the Order of Disposition must be entered on the system.

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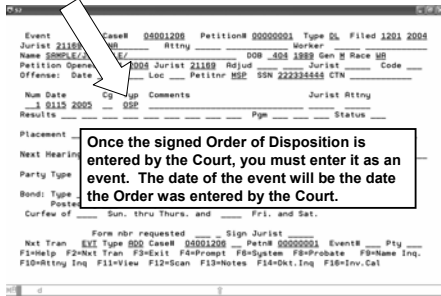
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## Disposition Orders



The screenshot shows aDisposition Order form. A white arrow points to the 'Event' field, which is currently set to 'ODR'. A callout box with a black border contains the following text: 'Once the signed Order of Disposition is entered by the Court, you must enter it as an event. The date of the event will be the date the Order was entered by the Court.'

Event Case# 04001200 Petition# 00000001 Type OL Filed 1201 2004  
Jurist 21180 Attly Worker  
Name SMOLE, A. V. DOB 054 1989 Gen B Race BB  
Petition Open# 2004 Jurist 21180 Adjud Jurist Code  
Offense: Date Loc Petitrn MSP SSN 222331555 CTN  
Num Date CS up Comments Jurist Attly  
Results 1 0110 2005 02P Pgm Status  
Placement  
Next Hearing  
Party Type  
Bond: Type  
Poste  
Curfew of Sun. thru Thurs. and Fri. and Sat.  
Form nbr requested Sign Jurist  
Nxt Tran EXC Type 000 Case# 04001200 Patn# 00000001 Event# Ptg  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F5=System F6=Probate F9=Name Inq.  
F10=Htng Inq F11=View F12=Scan F13=Notes F14=Dnt.Inq F15=Inv.Cal

## Disposition Orders

- The new event codes are as follows:
  - Using the date that the signed initial order of disposition is entered:
    - In Child Protective Proceedings:
      - You must enter an Event of **ODR** (JC26), or **ODN** (JC17).
    - In Juvenile Delinquency Proceedings:
      - You must enter an Event of **OSP** (JC14), or **COM** or **RFL** (JC25)

## Disposition Orders

- **NOTE**
  - You must continue to enter the Event of DSP when a dispositional hearing is held, to receive proper credit on the Juvenile Activity Report.

## Placement Change Notices

- In Caseload Part 4 Reporting,
  - There are separate time frames for juveniles who are detained and those who are not.
  - There are separate time frames for children who are in placement and those who are not.

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## Placement Change Notices

- The entry of a Placement Change Notice (PCN event) is now mandatory each time a child/juvenile's placement changes.
  - On the PCN event, it is mandatory that you indicate the child/juvenile's Custody:
    - ICU when a child is in out-of-home placement; or
    - NCU when a child returned home.

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## Placement Change Notices

The screenshot shows a software interface for entering a Placement Change Notice (PCN). Two white arrows point to specific fields: one points to the 'Event' field (set to 'PCN') and the other points to the 'Custody' field (set to 'ICU'). The form includes fields for Case#, Petition#, Jurist, Name, DOB, Race, Sex, Loc, Petitioner, SSN, CTN, Num Date, Results, Placement, Special Rate, Placement Type, and Custody. The 'Custody' field is highlighted with a red box and the text 'Be certain to use ICU in the custody field when the child is in out of home placement, and NCU when the child is returned home.'

You must enter a PCN each time a child/juvenile is removed, returned home, or changes placement.

Be certain to use ICU in the custody field when the child is in out of home placement, and NCU when the child is returned home.

Form nbr requested \_\_\_\_\_  
Not Tran Exit Type BOD Case# 00001200  
F1=Help F2=Not Tran F3=Exit F4=Prompt F5=System F6=Probate F9=Name Inq.  
F10=Rating Inq F11=View F12=Scan F13=Notes F14=Dnt.Inq F15=Inv.Cal

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## Legal Status

- Legal Status (on the EVT screen) must be entered on the event at which the juvenile/child's legal status changes.
  - Once a juvenile/child becomes a temporary ward\*, enter TWC, TWS, or TWA on the event at which the child became a temporary ward.
    - Leave the Status field blank on all other events.

\*NOTE: If a juvenile does not become a temporary ward (Consent Calendar Probation, for example), use CTS or PRO in the Status field.

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## Legal Status

The screenshot shows a legal status screen with various fields. A box highlights the 'Status' field with the text: 'If a child/juvenile becomes a temporary ward, enter TWC, TWS or TWA in the Status field.' Another box highlights the 'Status' field with the text: 'If a juvenile does not become a temporary ward (Consent Calendar Probation, for example), use CTS or PRO in the Status field.'

Event 600 Case# 05001207 Petition# 00000001 Type NB Filed 1201 2  
Jurist 21189 SupJMS Atty Gen Worker  
Name 00000001 Child DOB Gen Race  
Petition Opened 1201 2008 Jurist 21189 Rdjud Jurist Cap  
Offense: Date Loc Petitioner SSC SSN 000000000 CTN  
Num Date Cg Typ Comments Jurist Atty  
1 1227 2004 800  
Results Status TWC  
Custody  
Hurtroom  
Party Type Atty Party Type Atty  
Bond: Type  
Posted  
Curfew of  
Nxt Tran 600 Type 600 Case# 05001207 Petn# 00000001 Event# Ptg  
F1=Help F2=Nxt Tran F3=Exit F4=Print F5=System F6=Probate F7=Name Inq.  
F10=Atty Inq F11=View F12=Scan F13=Notes F14=Det.Inq F15=Inv.Cal

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## Legal Status

- If the child's legal Status changes from temporary to permanent ward:
  - Enter PWC, PWA or PWS on the event at which the child became a permanent ward.
    - Leave the Status field blank on all other events.

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Event      2005 Case# 00001207 Petition# 00000001 Type NB Filed 12/01/2005
Name 21189 SUP/IN Atty _____ Worker _____
Name SHARLENE CHILDS _____ DOB _____ Gen _____ Race _____
Petition Entered 12/01/2005 Jurist 21189 Adjud _____
Offense: Date _____ Loc _____ Petitioner SSP SSN 0000000000 CTN _____
Num Date Cg Typ Comments Jurist Atty
Date 12/01/2005 TSP _____ Jurist _____ Atty _____
Results _____ Pgm _____ Status EIS
Placement _____ Special Rate _____ Placement Type _____ Custody _____
Next _____
Part _____
Bond _____
Curfew of _____ Sun. thru Thurs. and _____ Fri. and Sat.

Net Tran Form nbr required _____ Sign Jurist _____
Net Tran EXT Type 000 Case# 00001207 - Petrol 00000001 Event# _____ Pgm
F1=Help F2=Net Tran F3=Exit F4=Prompt F5=System F6=Probate F8=Make Inq.
F10=Print Inq F11=View F12=Scan F13=Notes F14=Opt Inq F16=Inv. Cal

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- Reporting for Caseload Part 4 will be by Judge.
  - The **Jurist** field on the CSE screen has been restricted to accept bar numbers of Judges, only.
    - Each case must be assigned to a Judge, not a Referee.

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Case      800 Case# 08001206      Status
Jurist 21165      Jurney      Type      Worker      Public E      Service Type      SSN 22232454
Name      Name      DOB 0404 1989 Gender M Race NB
Address 123 M
City LINCOLN      R08      Phone 888 339-1547 SID
School-home      Attending      DLN      MI
Insurance      Policy      Effective      Purge Date
Group      Service      Microfile Number
Medicaid I.D.      Effective      FIA Case#
STATUS INFORMATION:
Case Opened.      _____
Case Closed.      _____
Case Reopen.      _____
Custody.....
Legal.....
Placement...
Placement Type
Program.....

Nxt Tran CSE Type 800 Case# 08001206      Petn# 00000000 Even#      Pty
F1=Help F2=Exit Tran F3=Exit F4=Prompt      F8=System
F9=Name Info F10=Rating Info F13=Notes F14=Out Info F16=In Cal

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## Jurist Number

- Referee numbers may still be entered into all other Jurist fields on the system.

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## Removal of IST Disposition

- IST – Incompetent to Stand Trial – had been a valid disposition for a juvenile petition.
  - Petitions disposed with the IST code were counted on Line 12 (DL & TL) or Line 20 (DJ) as Inactive Status.
    - Per SCAO, effective immediately, Incompetent to Stand Trial is not a valid disposition on juvenile petitions. Another disposition must be selected.

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## Removal of IST Disposition

"Incompetent to Stand Trial" is no longer a valid disposition for a juvenile petition. The code IST has been removed from the Adjudication Code table.

Comment	ALCSI Dis	Attributes
1 250 281		
MALICIOUS DESTRUCTION - G		

IST - Incompetent to Stand Trial - is now available as a charge disposition.

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## Petition for Rescission of Adoption

PCP

Event MOD Case# 05003300 Status 0 Type EV Filed 0505 1999  
 Jurist 21189 Attorney Name SUPINA Worker  
 Name STEP-PARENT ADOPTION DOB 228 1989 Gen Race

Num Date 3 1201 2004 Type Comments Jurist Rtny  
 Result PFR PETITION FOR RESCISSION OF MOD 21189  
 Legal Status

Custodial Party Date Changed

Placement

Next Hearing

Party Type

Form rbr requested Sign Jurist  
 Next Tran MOD Type MOD Case# 05003300 Petn# 00000000 Event# 3 Pty  
 F2=Help F2=Net Tran F3=Exit F4=Prompt F8=System  
 F9=Probate F9=Name Inq F10=Rtny Inq F13=Notes F14=Oct Inq

PCP 0

When the Petition for Rescission of Adoption (PCA 349) is filed, reopen the original Adoption matter, and use ADE/ADD to enter the code PFR.

## Disposing the Petition for Rescission of Adoption

PCP

Case MOD Case# 05003300 Status 0 Type EV Opened 0505 1999  
 Jurist 21189 Attorney Name SUPINA Agency  
 Name SUPINA Name Name  
 Birth Name STEP-PARENT ADOPTION DOB 228 1989 Gender Race  
 Birth Place City County ST  
 Adopted Name  
 Address ST ZIP Phone  
 Original Custodial Parent  
 ST INFORMATION: Code  
 Case 0  
 Legal St  
 Custodial  
 Placement  
 Adoption Status  
 Disposed RCG 0115 2005  
 Reopened 1201 2004

Next Tran MOD Type MOD Case# 05003300 Petn# 00000000 Event# 3 Pty  
 F2=Help F2=Net Tran F3=Exit F4=Prompt F8=System  
 F9=Probate F9=Name Inq F10=Rtny Inq F13=Notes F14=Oct Inq F16=Inv Cal

PCP 0

Use ADC/MOD to enter the disposition date and the appropriate disposition code (RCG for Rescission Granted or RCD for Rescission Denied).

## Summary

- Entry of Dispositional Orders
  - Starting 1-1-05, you must enter an EVT once the signed Order of Disposition is entered.

If the Order you are entering is:	Use this EVT code:
JC14	OSP
JC25	COM or RFL
JC26	ODR
JC17	ODN



## Summary

- Placement Change Notices
  - Starting 1-1-05, you must enter a PCN event each time a child is moved.
    - When the child is moving into an out-of-home placement, the PCN event must have ICU in the Custody field
    - When the child is moving back to in-home placement, the PCN event must have NCU in the Custody field

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## Summary

- Legal Status (on the EVT screen) must be entered on the event at which the juvenile/child's legal status changes.
  - If a juvenile/child becomes a temporary ward, enter TWC, TWS, or TWA\*;
  - If the child becomes a permanent ward, enter PWC, PWA or PWS;
    - Leave the Status field blank on all other events.

\*NOTE: If a juvenile does not become a temporary ward (Consent Calendar Probation, for example), use CTS or PRO in the Status field.

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## Summary

- Jurist Number
  - In this release we have restricted the Jurist Number on the CSE screen to accept bar numbers of Judges, only.
    - This was necessitated by the Caseload Part 4 requirement that all cases be reported by Judge.

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## Summary

- Removal of IST disposition:
  - Effective immediately, IST has been removed from the petition adjudication code table.

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## Summary

- Rescission of Adoption Matters
  - The Event code of PFR must be used for Petition for Rescission of Adoption.
    - Having the code PFR on the schedule will separate Rescissions from all other step-parent adoptions.
      - Locate all pending Rescissions and verify that the code PFR has been entered on the schedule.
        - Once a Rescission has been disposed, enter the disposition date and code on the Adoption Case screen.

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## Preparing for 2005

- For a complete list of updates contained in this release, read
  - **PCS Briefs for Fall 2004**, and
  - **Programming Announcement for Fall 2004**

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## Preparing for 2005

- Charts listing Meaningful Events and the associated Data Entry required for each event are available on our website:
  - **Juvenile Delinquency Proceedings**
  - **Child Protective Proceedings**

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## For Further Assistance

- Check out our website at **[courts.mi.gov/jis](http://courts.mi.gov/jis)**
- Email us at **[pcshelpdesk@courts.mi.gov](mailto:pcshelpdesk@courts.mi.gov)**
- Call us at 888-339-1547
- Fax us at 517-373-7451
- Mail to:
  - Judicial Information Systems
  - Probate Court Team
  - Michigan Hall of Justice
  - PO Box 30048
  - Lansing, Michigan 48909

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